

MINUTES
Community Center Advisory Board
Village of Key Biscayne, Florida
Tuesday, November 16, 2004

Key Biscayne Community Center
10 Village Green Way

6:00 P.M.

CALL TO ORDER/ROLL CALL OF MEMBERS: The meeting was called to order at 6:15 PM. Present were board members Carlos Batlle, Sixto Campano, Bonnie Cooper, Catherine Dowd, Jim Leavitt, Pat Weinman and Susi Westfall. Also present were staff members Todd Hofferberth, Maite Miyares, and Vicky Stewart.

The Committee discussed the staffing of the Community Center. The Committee would like to see more staffing. The Committee discussed the addition of a full time Assistant Facilities Manager. Mr. Hofferberth explained that we are still hiring part time help to handle the increasing amount of memberships. Ms. Dowd suggested hiring full time staff instead of part time staff. Mr. Campano suggested training the current staff to take on more responsibility. Mr. Hofferberth explained that we are seeking part time personnel for front desk and room attendants. Ms. Weinman brought up staffing and programming in the Toddler Room. Mr. Campano asked if we have enough part time staff in relation to the amount of memberships. Mr. Hofferberth explained that we are not at the level of staffing that we need to be in relation to the number of memberships. The Committee discussed training staff properly in order to meet all the needs. Ms. Stewart explained that they need two more staff members during peek times in order to meet the needs. The committee discussed that right now the Community Center needs to be fully staffed in order to ensure success. The Committee discussed having a Manager on Duty at all times. Mr. Campano made a motion that in recognition of the overwhelming success of the building and the enthusiastic support of the community, additional staff should be hired to complement the amount of memberships, thereby ensuring the enjoyment and security of the members. Ms. Dowd seconded the motion. The motion passed unanimously.

The committee discussed security issues. Mr. Hofferberth explained that the building needs panic hardware. The panic hardware has been ordered by Mr. Abbott. The committee discussed how to control access to the Community Center from the stairs in the garage and the elevator. The committee discussed placing staff during peek hours outside the elevator door on the first floor making sure that members sign in when they come up from the garage. The committee also suggested having someone in the stair case during peek hours making sure that members sign in. The committee discussed penalizing members that do not sign in. The Committee would like to see rules and regulations given to the members and having them sign off on them. The Committee would like to see the door leading from the stair case to the pool equipped with panic

hardware. The committee would like to see the information on a rack instead of on top of the front desk. Ms. Westfall suggests adding signage all over the Community Center.

The Committee discussed supervision, babysitting and the 10 and under policy. The Committee would like to see the 10 and under policy enforced to ensure the children are supervised. The committee also discussed making sure the attendants in the rooms are supervising and controlling the children. The committee discussed providing babysitting service.

The committee discussed separating the teen room and the game room to ensure the teens have a place of their own. The committee also discussed making sure the Key Biscayne Room is for adults only. The committee discussed setting up a homework area in the multipurpose room after school. The committee discussed the toddler room. Mr. Leavitt suggests making the toddler room a priority. The committee discussed the playstation room. Mr. Battle would like to see the desk removed from the playstation room and be replaced with a bench. The committee also discussed that the room attendants in the playstation need to be assertive in supervising the children. Ms. Weinman suggested adding a bench with cubby holes for shoes in the hallway outside the playstation. The committee discussed the wellness center. Ms. Westfall brought up the subject of teenage girls under the age of 16 that need a place to exercise. She suggested having mother/daughter exercise classes. Ms. Stewart brought up the subject of personal trainers. She suggests that members be allowed to bring in their personal trainers by paying a guest fee. Mr. Leavitt discussed contracting out for a personal training program instead of allowing people to bring in their own personal trainers. The committee discussed the gymnasium. Mr. Campano brought up the subject of the indoor soccer league. Mr. Campano feels that the gym should not be used at this time for indoor soccer. Mr. Campano wanted to know if there are any issues with gym usage that the committee should be aware of. Mr. Hofferberth explained that at this time there are no serious issues with gym usage. Ms. Cooper brought up the subject of dead spots in the gymnasium. Mr. Hofferberth passed out a report that states that the floor is up to NCAA standards. Ms. Cooper states that there needs to be more mats, clocks and a scale in the wellness center. Mr. Hofferberth explained that they are ordering more mats and the clock has already been ordered. He also explained that the scale is already available. Mr. Campano stated that there needs to be more mirrors in the dance room. Ms. Stewart explained that the mirror issue is being resolved. Ms. Weinman brought up the issue of parents being upset about violent games in the computer room. Mr. Hofferberth explained that there are non violent games available in the computer room and we do not own any of the mature rated games. She suggests we get computer games for children under the age of 10 and games for girls. Ms. Weinman discussed having open studio time in the arts and crafts room. Mr. Leavitt would like the hole in the wall of the gym fixed. Mr. Campano would like to know when the last date for the punch list to be turned in. Ms. Westfall discussed the Theater Component of the Community Center. Mr. Hofferberth explained that he will meet with the consultant as soon as possible.

The committee discussed programs. Mr. Battle explained that he has heard complaints that our programs are twice the price of the programs offered by the City of Coral Gables.

He continued to say that some people are saying that the Community Center has just hired professionals from the Island and then charging higher prices. The committee decided to research this issue and discuss it at the next meeting. Ms. Cooper asked if we can raise the fee for the non-members. Ms. Stewart explained that currently non-member fees are on average 20% higher than member fees. Ms. Cooper suggests that there needs to be a policy on whether a person who purchased a monthly membership can purchase (for example) a six week or twelve week program.

The committee discussed the nanny policy. Mr. Campano stated that he feels staff and members are not aware of the nanny policy.

Ms. Cooper would like to know if the monthly membership cards are different than the yearly membership cards. Mr. Hofferberth explained that the cards look the same but the monthly membership card will not “beep” once it is expired. Ms. Cooper would like to see some a difference in the different type of the membership cards. Mr. Leavitt feels that from now on we need to check residency before we sell a membership. Ms. Cooper feels that the staff needs walkie talkies. Mr. Hofferberth agreed to purchase walkie talkies. The committee discussed the PA system. Mr. Hofferberth explained that they will use the fire alarm system as the PA system for emergencies only. Ms. Cooper asked about the elevator, Mr. Hofferberth explained that Paul Abbott has ordered the piece that was missing that was making the elevator overheat. The committee discussed maintenance. Mr. Campano asked if corner protectors can be added to the hallways and the columns. Mr. Hofferberth explained that skyline management and coastal maintenance are reviewing all the maintenance issues of the building.

The committee discussed memberships for young children. Mr. Campano feels the staff is uninformed about when a child needs to purchase a membership.

Mr. Leavitt brought up the subject of Village Employees using the Community Center without paying a membership fee. The committee decided to discuss this at the next meeting.

The committee discussed placing a suggestion box in the Community Center. The staff suggests that there should not be a suggestion box right now. Ms. Westfall suggests that he suggestion box be placed right away and that the committee will look at the suggestions.

Ms. Dowd suggests adding concessions to the next agenda. Mr. Hofferberth suggested creating a sub-committee.

Next Meeting: Monday, November 22, 2004 at 6:30pm.

The meeting was adjourned at 10:00 PM by Mr. Leavitt.